

**WEDDING RESERVATION FORM**

CHAPEL REQUESTED: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**EVENT INFORMATION**

DATE OF WEDDING REHEARSAL: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_

DATE OF WEDDING: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

BRIDE'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICIATING MINISTER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DENOMINATION: \_\_\_\_\_

**POC INFORMATION**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ UNIT: \_\_\_\_\_

SECTION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SPONSORING UMT - NAME &amp; UNIT: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

*(Sponsoring Chaplain)**(Sponsoring Chaplain Assistant)***BRIEFING CHECKLIST**

\_\_\_\_\_ (1 1/2) hour block time is allowed for Wedding Rehearsals.

\_\_\_\_\_ (3) hour block time is allowed for Weddings, this includes pictures, cleanup, etc.

\_\_\_\_\_ Dripless candles only will be used; the wedding couple will furnish their own candles.

\_\_\_\_\_ Do not throw any real flower pedals, paper, or birdseed inside the Chapel Facility.

\_\_\_\_\_ Do not throw rice inside or outside the Chapel Facility.

\_\_\_\_\_ Do not use tape or tacks on wooden surfaces, i.e. pews, doors, etc. while decorating.

\_\_\_\_\_ Return areas used as when received. Do not move the piano.

\_\_\_\_\_ The wedding party is responsible for cleaning, completing clean-up checklist after the service and returned to the sponsoring Chaplain or Chaplain Assistant for inspection.

\_\_\_\_\_ List equipment desired and special instructions on back of form (sound system, candelabras, etc.).

\_\_\_\_\_ No alcohol will be consumed in the Chapel Facility to include the Outdoor Chapel except for communion.

**SIGNATURE & DATE OF REQUESTOR:** \_\_\_\_\_

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**FOR CHAPEL USE ONLY:**

APPROVED / DISAPPROVED \_\_\_\_\_

DATE OF PRE-MARITAL CLASS: \_\_\_\_\_

SIGNATURE OF NCOIC/OIC: \_\_\_\_\_ DATE: \_\_\_\_\_